

Comparisons of Job Characteristics

Focus Occupation: Executive Secretaries and Executive Administrative Assistants (43-6011)
Associated Occupation: Editors (27-3041)

Compare Knowledge
 Compare Skills
 Compare Abilities
 Compare Detailed Work Activities
 Compare Tools and Technologies

<<	Focus occupation element is much lower
<	Focus occupation element is lower
0	Focus occupation element is at a similar level
>	Focus occupation element is at a higher level
>>	Focus occupation element is at a much higher level

Knowledge

Similarity of Focus Occupation to Associated Occupation: 45

Focus Occupation: Executive Secretaries and Executive Administrative Assistants (43-6011)
Associated Occupation: Editors (27-3041)

Associated Occupation's Key Knowledge Elements	Average Rating, All Occupations	Associated Occupation's Rating	Focus Occupation's Rating	Evaluation of Focus Occupation	
English Language	11.2	20.8	11.7	<<	Extensive education and/or training may be required
Communications and Media	5.3	20.6	4.2	<<	Extensive education and/or training may be required
History and Archeology	2.6	6.9	1.5	<<	Extensive education and/or training may be required
Fine Arts	2.2	6.0	1.0	<<	Extensive education and/or training may be required

The maximum possible rating is 25.

Source: Alaska Department of Labor and Workforce Development, Research and Analysis Section analysis of O*NET (Occupation Information Network) data.

Skills

Similarity of Focus Occupation to Associated Occupation: 82

Focus Occupation: Executive Secretaries and Executive Administrative Assistants (43-6011)
Associated Occupation: Editors (27-3041)

Associated Occupation's Key Skills Elements	Average Rating, All Occupations	Associated Occupation's Rating	Focus Occupation's Rating	Evaluation of Focus Occupation	
Reading Comprehension	10.7	18.5	13.3	<<	Extensive development of skills in this area may be required
Writing	9.2	16.7	11.5	<<	Extensive development of skills in this area may be required
Time Management	8.9	11.5	10.6	0	Current skill level may be sufficient
Quality Control Analysis	5.9	11.2	4.0	<<	Extensive development of skills in this area may be required
Negotiation	6.8	9.8	7.1	<<	Extensive development of skills in this area may be required
Management of Personnel Resources	6.9	9.5	6.2	<<	Extensive development of skills in this area may be required

The maximum possible rating is 25.

Source: Alaska Department of Labor and Workforce Development, Research and Analysis Section analysis of O*NET (Occupation Information Network) data.

Abilities		Similarity of Focus Occupation to Associated Occupation: 92			
Focus Occupation: Executive Secretaries and Executive Administrative Assistants (43-6011) Associated Occupation: Editors (27-3041)					
Associated Occupation's Key Abilities Elements	Average Rating, All Occupations	Associated Occupation's Rating	Focus Occupation's Rating	Evaluation of Focus Occupation	
Written Expression	9.8	17.5	12.2	<<	Extensive improvement in abilities may be required
Written Comprehension	11.0	17.3	13.4	<<	Extensive improvement in abilities may be required
Near Vision	11.1	14.6	13.1	<	Some improvement in abilities may be required
Fluency of Ideas	7.6	12.6	8.1	<<	Extensive improvement in abilities may be required
Originality	7.6	12.0	6.7	<<	Extensive improvement in abilities may be required
Category Flexibility	9.0	11.1	8.4	<<	Extensive improvement in abilities may be required
Flexibility of Closure	7.8	10.6	8.1	<<	Extensive improvement in abilities may be required
Perceptual Speed	7.4	9.7	7.6	<	Some improvement in abilities may be required

The maximum possible rating is 25.

Source: Alaska Department of Labor and Workforce Development, Research and Analysis Section analysis of O*NET (Occupation Information Network) data.

Activities that Both Occupations Have in Common		Similarity of Focus Occupation to Associated Occupation: 59
Focus Occupation: Executive Secretaries and Executive Administrative Assistants (43-6011) Associated Occupation: Editors (27-3041)		
Work Activities	Exclusivity of Activity	
Oversee execution of organizational or program policies	49	
Recommend improvements to work methods or procedures	64	
Use computers to enter, access or retrieve data	3	
Use word processing or desktop publishing software	17	

Not all positions in these occupations will necessarily perform all of the listed activities. The exclusivity rating is an indication of how unique the activity is amongst all occupations. The maximum rating is 100. High scores indicate that only a small number of occupations engage in that activity.

Source: Alaska Department of Labor and Workforce Development, Research and Analysis Section analysis of O*NET (Occupation Information Network) data.

Tools and Technologies that Both Occupations Have in Common

Similarity of Focus
Occupation to Associated
Occupation: n/a

Focus Occupation: Executive Secretaries and Executive Administrative Assistants (43-6011)

Associated Occupation: Editors (27-3041)

Tools and Technologies	Exclusivity
Tools and technology data is unavailable for one or both occupations.	

Not all positions in these occupations will necessarily use all of the listed tools and technologies. The exclusivity rating is an indication of how unique the tool or technology is amongst all occupations. The maximum rating is 100. High scores indicate that only a small number of occupations use that tool or technology.

Source: Alaska Department of Labor and Workforce Development, Research and Analysis Section analysis of O*NET (Occupation Information Network) data.